

ATTACHMENT A

SCOPE OF WORK

Scope of Work. The CONTRACTOR/CONSULTANT shall perform all services and provide all deliverables as identified below:

Furnish qualified, pr-screened temporary employees in various job classifications as identified herein and as requested by authorized City of Redmond personnel.

- A. The Temporary Agency shall be required to provide temporary staff at the designated location within a minimum of 24 hours.
- B. The Temporary Agency shall be responsible for providing a high quality service to the satisfaction of the requesting city of Redmond personnel. Workers provided by the Temporary Agency shall be professional in manner and appearance.
- C. The Temporary Agency shall provide all time keeping and payroll functions, to include administration of Worker's compensation. The Temporary Agency shall be required to provide a copy of their insurance and bonding policy.
- D. The Temporary Agency shall provide bill rates by position in rate per hour, to include overtime rates.
- E. No temporary employee shall be assigned to the City for more than six months or 1,040 hours per individual assignment. The Temporary Agency shall maintain records of the total hours of each temporary employee on assignment at the City and notify the appropriate City supervisor in writing whenever an employee's assignment reaches five months or 900 hours in a fiscal year.
- F. All temporary employees shall be paid overtime in accordance with Washington law.
- G. Laborer positions are subject to the following requirements:
 - 1. Wear appropriate safety apparel. The Temporary Agency shall provide laborers with steel-toed shoes/boots.
 - 2. Wear safety equipment as mandated by task, provided by the City, such as safety glasses/goggles, safety vest, hard hats.
 - 3. Must report daily to the division superintendent for crew assignment.
 - 4. Utilize identification badges or apparel provided by the City.
 - 5. Successfully pass a Temporary Agency performed background check to the satisfaction of the City of Redmond's Human Resources.
 - 6. Possess a valid Washington State Driver's License.

H. The Temporary Agency shall provide a quarterly management report which shall include the following information about all employees placed at the City for that time period:

1. Name of employee.
2. Job classification of current position and department to which the employee was assigned.
3. Current assignment start date.
4. Hours worked.
5. Total hours worked year-to-date (for all assignments).
6. Current invoice rate.
7. Name of City of Redmond supervisor for current assignment.

Variations to this report may be considered, and the Temporary Agency shall outline the format for such report in their bid.

I. The Temporary Agency shall be responsible for notifying temporary personnel of the following prior to their being assigned to the City:

1. That they are not employees of the City and their compensation and benefits are provided solely by the agency;
2. That their assignment to the City does not entitle them to any right or privilege to apply to or to be appointed to any eligible position in the City beyond that to which the general public is entitled;
3. That the City has the right to request the agency at any time to terminate their assignment to the City and that they have no recourse against the City in the event of any such termination.

J. The initial term of this agreement shall be two years commencing January 1, 2006 and ending December 31, 2007. It is the intent of the City to offer an extension to this contract for two additional one-year periods. Any changes to the original agreement must be presented in writing and accepted by the City. Upon agreement to renew, notice will be made in writing by the City of the extended period.

K. Positions covered by this Scope of Work include the following:

Receptionist/Secretary: Places, receives and routes phone calls; provides general information to callers or visitors; greets and directs visitors; takes telephone messages; may include opening, delivering and sending mail; using photocopier and facsimile machine; typing general letters or information.

Data Entry Clerk: Operates a computer system to input a variety of data; compiles and ensures information is complete and accurate; generates reports and other information; distributes to proper personnel; assists in routing calls/visitors to appropriate source; and may perform other general office duties.

Office Technician: General office duties such as filing, operate office machines, typing, receiving the public; expected to know Microsoft Word and Excel; ability to process information from several sources according to established guidelines; compiles information for and types/reviews/proofreads documents, reports, forms, etc.

Administrative Assistant: Considerable experience in performing exacting stenographic and advanced clerical work; requires excellent typing and computer skills; expected to know Microsoft Word and Excel; types, proofreads and may compose correspondence and memos; opens and distributes mail; files/retrieves documents; may schedule appointments; ability to interface with executives and handle confidential matters.

Accounting Assistant: Performs calculations, uses 10-key by touch and light detail accounting; ability to perform simple journal entries, conduct basic research, working knowledge of accounting principles.

General Laborer: A variety of skilled and semi-skilled tasks may be required, such as sweeping, digging, shoveling, lifting, pulling, carrying heavy objects, operating equipment such as air compressors, forklifts, small power tools; cleaning catch basins, performing small repairs. Non-standard hours may apply.

Typical office work hours are 8:00 AM to 5:00 PM. Laborers work hours are typically 7:00 AM to 4:00 PM. Hours may vary depending on the requesting department.

PRICING FOR TEMPORARY SERVICE POSITIONS

Position	Hourly Pay Rate	Hourly Bill Rate	Overtime Pay Rate	Overtime Bill Rate
Receptionist/Secretary				
Data Entry Clerk				
Office Technician				
Administrative Assistant				
Accounting Assistant				
General Laborer				

Include attachments that further identify any and all applicable charges. If no other charges or fees are identified, it will be assumed that the above rates shall cover all costs relating to use of temporary help services.